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PLEASE PASS TO CLO COORDINATOR AND PMO

E.O. 12958: N/A
TAGS: AMGT, KFLO, APER
SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON
OFFICE: PROGRAM SPECIALIST

1. The following is a vacancy announcement in the Family Liaison Office (M/DGHR/FLO). Please pass to CLO Coordinator and publish widely in your mission. Please send a copy to family members interested in employment and returning to Washington, DC in the near future.

2. Title: Program Specialist, GS-0301-09 full time, 2-year limited appointment, excepted service, Schedule A. This appointment is not in the competitive service. The selected candidate will receive a 2-year non-career term appointment with benefits (FERS, TSP, FEGLI, and FEHB). The incumbent of this full-time position works under the direction of the Publications Coordinator in the Family Liaison Office.

3. Summary and background: Family Liaison Office clients include Foreign Service and Civil Service employees and their family members preparing for, serving abroad, or returning to the United States. FLO's major areas of interests are education and youth, family member employment, naturalization assistance and crisis management and support services. We deliver services in these areas through counseling, training, briefings, online publications and the worldwide CLO program. To learn more about the Family Liaison Office visit our websites.

Intranet: <http://hrweb.hr.state.gov/flo/index.html>

Internet: <http://www.state.gov/m/dghr/flo>

4. Major duties: The incumbent of this position is responsible for performing the following major duties on a regular and recurring basis (this list is not all inclusive):

A. Administer and maintain statistics and systems supporting the Family Member Employment Report (FAMER)

online database, the CLO on-line activity report, the child-care report, the resume database, the strategic networking assistance program, the global employment initiative and other databases as required.

B. Coordinate, market and provide training on the "FAMER" and other FLO databases as required for Community Liaison Office Coordinators, Management and HR Officers, FLO staff, Local Employment Advisors and other department offices;

C. Develop periodic reports, graphs, charts, and presentations for use in briefings and training sessions by the Director, Deputy Director and other FLO staff.

D. Make recommendations on design of software for end-users.

E. Research and respond to client inquiries.

F. Participate in and coordinate "FLO on the Road," FLO's quarterly information outreach to FSO's and family members studying at FSI.

G. Serve as coordinator and point of contact for the Network, FLO's monthly Washington, DC area employment electronic newsletter.

5. Qualifications/ranking factors:

A. Candidate must be a US citizen and have a minimum of 3 years experience generally gained through first-hand experience living or working in a US Embassy or Consulate community abroad that provided opportunity to gain and demonstrate:

- knowledge of quality of life issues facing the Foreign Service family member, both in the United States, and at US embassies and consulates abroad.

- knowledge of FLO and CLO programs to allow support of FLO functions and to answer basic client questions sent to the FLO email boxes.

- ability to analyze statistics and reports for trends and changes, and to produce written and graphic reports from the data.

- knowledge of computer programs and applications (MS Word, Access, Excel, Powerpoint) beyond basic user skills that will enable the incumbent to be an active participant

in future software development and design.

- ability to work under tight deadlines.

- ability to communicate effectively in writing and orally.

- ability to prioritize and recognize which information is Relevant to the task at hand.

6. How to apply: Interested individuals may submit one of the following: an Optional Application for Federal Employment (OF-612), a SF-171, a resume or any other written format (see important instructions for submitting a resume at the end of this announcement). In addition, each candidate must submit a supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications (see number 5 under additional information).

Applications which are incomplete or mailed in government envelopes will not be considered. Send applications to Ms. Brenda Marshall, HR/EX, Room H726, SA-1, Department of State, Washington, DC 20520. Applications may also be faxed to Ms. Marshall on (202) 663-2371. The application must be received by close of business, Friday, December 16, 2005. If there are any questions regarding this announcement including questions about excepted service, relevance of executive order eligibility, pay or benefits, please call Leslie Teixeira, Deputy Director, M/DGHR/FLO, on (202) 647-1076 or contact her by email at teixeiralm@state.gov. Overseas applicants may want to email, cable, or fax (202-647-1670) their intention to apply to Ms. Teixeira. FLO hopes to fill this position in time for the incumbent to start work in January 2006. Qualified applicants may be interviewed in person or by phone. It is not necessary to be in Washington at the time of the interview.

7. Evaluation method: determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the Federal application or resume. It is imperative that the information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement.

8. Additional information: 1. All current Federal employees and reinstatement eligibles must submit a current performance appraisal and a SF-50 showing proof of competitive status. If a current performance appraisal

does not exist, a form DS 1812 (applicant appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted. 2. All applicants claiming Veterans' preference must provide proof of eligibility. 3. All other applicants (non-status) must submit information identified above. 4. All applicants must submit information that addresses the ranking factors (qualifications) in this announcement. 5. All applicants should submit SF-181, race and national origin form (for statistical purposes only).

Privacy Act information: the Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of Sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of Title 5 of the United States Code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

9. Information for those who wish to submit a resume: please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

A. Personal and educational information: 1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code; 2. Social Security Number; 3. Country of citizenship (most Federal jobs require US citizenship); 4. Veterans' preference (proof of eligibility required); 5. Highest Federal civilian grade held, including series, beginning and ending dates; 6. Name, city and state of last high school attended and date

of diploma or GED; 7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

B. Work experience and other qualifications: applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including: 1. Job title (series and grade if Federal employment); 2. Duties and accomplishments; 3. Employer's name and address;

4. Supervisor's name and telephone number (indicate if we may contact your current supervisor); 5. Starting and ending dates of employment (month and year); 6. Hours worked per week; 7. Salary; 8. Any other qualification, including: job-related training (title and date of course), skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications); 9. Early availability is a desirable factor.

The Career Development Resource Center can further explain application documents and may be contacted at their websites:

Intranet: <http://hrweb.hr.state.gov/csp/cdrc/index.html>

Internet: <http://www.state.gov/www/cdrc/index.html>